



# SPORT CLUB

## Budget Allocation Instructions

Campus Recreation  
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The Club Budget Allocation Form will be one of the key resources used in determining each club's budget allocation for next year. This form is **REQUIRED** in order for your club to receive funding from the Sport Clubs Program. Although you will be estimating much of your budget for next year, it is important that you spend sufficient time and do the necessary research required for your budget to be as complete and accurate as possible. The amount of work you put into this process will directly impact funding received from the Sport Clubs program, so take your team and ask questions if you need clarification! Note that each club is unique and not all sections of the form will need to be completed by some clubs depending on their activities.

Form should be submitted via email to [lshingles01@hamline.edu](mailto:lshingles01@hamline.edu). Please follow the guidelines below when completing the **Club Budget Allocation Form** (Excel Spreadsheet).

### SECTION I – REVENUE

**Sport Clubs Funding:** This is funding your club is requesting from the Sport Clubs Program. No club should expect to receive 100% of their budget to be funded by the program and this total should reflect that.

**Club Membership Dues:** Club dues are a very common and effective way to generate revenue for your club's activities. One suggestion when determining dues is to figure out what a member will receive for the money they are paying into the club. This total will be the *Number of Projected Club Members X Cost of Individual Member Dues*.

**Fundraising:** Clubs should indicate potential activities that will be used to generate revenue. An example of a fundraising activity would be merchandise sales (t-shirts). All clubs requesting Sport Club Program Funds will need to fundraise some their budget.

**Other Revenue:** Any other revenue generated by a club that does not fit in one of the other categories. An example of this could be expected "gifts or donations."

### SECTION II – EXPENSES

**Association/League Dues:** Cost paid to a regional or national association or league for which the club expects to be affiliated.

**Coaches/Instructors:** Indicate any coaches or instructors your club would like to appoint. If your club is in the process of determining who they would like to appoint, you may just indicate the position(s) at this time.

**Equipment & Supplies:** Any items that your club will need in order to function should go in this section. Instead of itemizing each potential purchase, you may group like items together. For example, balls, nets, cones and gloves could all be grouped together as "Sport Equipment." You may want to take note of these items for future reference.

**Uniforms & Apparel:** Any items that are specifically worn to identify your club will be entered here. This would include items such as jerseys, t-shirts, team bags, warm-ups, etc. You should be thinking of or drafting designs for these items.

**Travel:** If your club plans to travel next year, you can indicate up to 4 trips in this section. You will need to indicate estimated total costs for registration, transportation, and lodging/accommodations. Registration includes any costs associated with your destination such as entrance fees. Transportation includes vehicle rental, gas, airfare, etc. Lodging/accommodations include hotel costs, food, etc.

**Facility Rental:** Costs associated with the usage of off-campus facilities. Typically there is no cost associated with the use of on-campus facilities.

**Miscellaneous Expenses:** This is your "catch-all" for any costs that do not fit in the other categories or if you have more items than the previous categories provide space for. Please do your best to fit items in one of the previous expense categories and only use this section as a last resort. An example of an appropriate item in the section would be Officials/Referee fees.